STD.73 (REV. 6/2002) RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

| A CalR | IM Consultant may be rea | ached by pho | one at (916) 375-44 | 404, by fax at (916) | 375-4408 or by email a | at CalRIM@ | dgs.ca.gov | | | |
|--|--|---|-------------------------|------------------------|--|-------------------|--|-------------------------|-----------------|------------------------------------|
| (1) DEPARTMENT, BOARD OR COMM | | | 3-1 | | (2) AGENCY BILLING | | (3) | | | |
| | Department of Co | nsumer Affai | irs, Dental Board o | f California | 57110 | | PAGE 1 | OF 15 | j P | AGES, |
| (4) DIVISION/ BRANCH/ SECTION | | | (5) ADDRESS | | I | | 1 | | | , |
| ` ´ | Dental Board of California | | | 32 Howe Avenue, | Suite 85, Sacramento, 0 | CA 95825-32 | 41 | | | |
| CHECK THE APPROPRIATE BOX | | | | | | | | | | |
| (a) Navy abadyla of accords that | | [C | ··· (0) (40)1 | | | | | | | |
| (6) New schedule of records that | | - | | anianad \ | | | | | | |
| (7) Revising a previous schedule. | | | | - · | | | | | | |
| (8) Amending some pages of a pr | evious schedule. [Complete | boxes (13) — (| (16)] (The original ap | provai number wili rei | таіп іп еттесі.) | | | | | |
| NEW SCHEDULE | (9) SCHEDULE NUMBER | | (10) SCHEDULE D | DATE | (11) NUMBER OF PAGE | S | (12) CUBIC FEE | T (Total Sc | hedule) | |
| INFORMATION (If applicable) | DE-4 | | January 12, | | 15 | | • | 574 | · | |
| PREVIOUS SCHEDULE | (13) SCHEDULE NUMBER | ₹ | (14) APPROVAL N | IUMBER | (15) APPROVAL DATE (| S) | (16) PAGE NUI | MBER(S) RI | EVISE |) |
| INFORMATION (If applicable) | DE - 3 | | 02-25 | 52 | 8/2/2002 | | Se | ee Attached | Page | |
| (17) MISSION/FUNCTIONAL STATEME | NT: | | | | | | | | | |
| The Dental Board of California's mi | ssion is to protect and pro | omote the he | alth and safety of (| California consume | rs by licensing those de | ntal health c | are professiona | ls who der | nonstr | ate |
| competency, to take action to mainta | | | | | | | | | | |
| The Dental Board of California will | be the leader in the prom | otion of oral | l health as it relates | s to the improveme | nt of the total health of | the people of | California. | | | |
| | | CONTRACTOR CONTRACTOR | | | VIOLETTI STANDARD ST | | and an area of the second and the first is | | Production of | t an Mar was brought a design from |
| PART I – AGENCY STATEMENTS | | | 10. | | | | | | | |
| As the program manager (or person auth | orized to sign for the prograr | m manager) di | irectly responsible for | the records listed on | this records retention sche | dule, I certify t | hat all records lis | ted are nec | essary | and that |
| each retention period is correct. For revi | | | | | | ds identified | by this schedul | e are protec | cted. If | |
| protection is not currently provided bu | ^ | | T | III Column 45, Neme | 11 N 3. | | | | | |
| (18) SIGNATURE - MANAGER RESPO | SIBLE FOR THE RECORD | S | (19) TITLE | | | 1 ' ' | NE NUMBER | (21) DATE | | |
| Killar I- Walling | the party of the p | | | tive Officer | | 916-263 | | L | nuary 12 | |
| In accordance with Government Code 14 accordance with the criteria set forth by S | Section 1667 of the State Adr | | | tment of General Ser | vices is hereby requested. | Retention per | riods shown have | : been estab | olished | ın |
| (22) SIGNATURE- RECORDS MGMT. A | NALYST (23) CLA | SSIFICATION | N | (24) NAME (Printe | | 1 | NE NUMBER | (26) DATE | : SĮGNE | ED 🦳 |
| Tuesa Vingas | | <u> 55A </u> | | | largas | 916-574-7 | 260 | 01/19 | 1/20 | 108 |
| PART II – DEPARTMENT ØF GENERAL | _SERVICES APPROVAL (F | Per Governme | ent Code Section 14 | 755) | | | | | | |
| (27) SIGNATURE –CalRIM CONSULTAN | T Janes (| 7 | male | (28) APPROVAL N | 1UMB - 0 1 7 | | esigned 2/2008 | (30) EXPIF | /8 1944 | NDATE |
| PART III – ARCHIVAL SELECTION (<i>Pei</i> | Government Code Section | n 14755) | 5-5- | | · · · · · · · · · · · · · · · · · · · | | FOR ARCHI | VES: STAM | | |
| THE ATTACHED RECORDS RETENTION | | a Sanga ang Sanga Lawah Sanga Kasaga ang Kasaga | | | | | 1 1/4 | 116.53.7 | C) | |
| | | | | | | | | A VARIO | g ^{et} | |
| (31) Contains no material subject | to further review by the Calif | fornia State Ar | rchives | | | | | | | |
| (32) Contains material subject to | | | A DOLUMEON | L | alaaranaa | | | | ¥. | |
| (32) Contains material subject to by the California State Archives. (F | archival review. Items stamp Per Section 1671 of the State | e Administrativ | e Manual.) | be destroyed without | Clearance | | 4 | | | |
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| | | | California is to proconsumer by exathose professions competency and action whenever | ne Dental Board of rotect the California amining and licensing als who demonstrate to take appropriate a licensees fail to adards of practice. | | | | 700 | | - Committee of the Comm | | - |
| | | | EXA | MINATION | | | | | | | | · |
| 1 | *67.5 | | | r and by candidates licensure; including tory, x-ray cards, | D | | 5+ | | *************************************** | 5+ | X | Exempt per PRA Gov Code 6224; SAM 1667, Review every 5 years |
| 2 | 10 | | Clinical & Restora Technique applic not take exam, ca | ations of failed/or did | P | | 2+ | | , The state of the | 2+ | Х | CCR 1004 All applications are retained in office for a minimum of 2 years. If no action, file is considered abandoned. Exempt per PRA Gov Code 6224 |
| 3 | 7.5 | | Examination Scar Office of Examina Statistical Reports | ation Resources | Р | | 1 0 | | | 10 | X | SAM 1611 Timeline set by program if no law, policy or regulation dictates retention. Exempt per PRA Gov Code 6224 |

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| | | | EXAMINATION (cont'd) | İ | | | | | | | |
| 100 | | | | | | | | | | | |
| 4 | 3 | - | Examination Results, logs | Р | | 100 | | | 100 | x | SAM 1601 Permanent record, archival, legal or |
| | | | books, score reports | | | | | | | | administrative value, keep safely at least |
| | | | books, score reports | | | | | | | | 100 years Exempt per PRA Gov Code 6224 |
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| | | | _LICENSING_ | | | | | | | | |
| 1 | | 44 | | | | | | IACT | IVE | | |
| 6, | 7 34 | NOTIFY | Dental Licensee Files | P/C | | | | 100 | 1100 | × | SAM 1601 Permanent record, archival, legal or |
| | , 01 | ARCHIVES | exam application, fingerprint clearance, | , , , | | | | | 100 | ^ | administrative value, keep safely at least |
| | | ARCHIVED | , | | | | | ĺ | | | |
| | | | initial license app, national board score | | | | | | | | 100 years Exempt per PRA Gov Code 6224 |
| | | | graduation verification | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| 7 | 22 7 | | Dental Corporation files | Р | | | 5+ | | 5+ | | SAM 1684 Disband program |
| ' | LL 1 | | | | | | ا ل | | ا تا تا | | |
| | | | articles of incorporation, by-laws, copy | | | | | | | | SAM 1667 Review files every five years |
| | | | of stock certificates, misc. #1-266 | | | | | , | | | |
| | | | | | | | | | | | |
| | | | | | Αc | tive | | A | tive | | |
| 8 | 1.5 | | Cancelled Fictitious Name | P/C | | 5+ | | | 5+ | | SAM 1667 Review files every five years |
| O | 1.5 | | | | | J' | | | ' | | DAIN 1007 Review files every five years |
| | | | Permit files, original app., misc.#1-266 | | | | | | | | |
| | | | misc. | | | | | | | | |
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| 9 | 2 5.5 | | Active Fictitious Name | | ۸, | i ctive | | , ا | t ctive | | |
| J | 2 0.0 | | Permit files, original app., misc. | P/C | | 514 | | | 51176 | | B&P Code, Section 1627, the license of any |
| | | | #267-2644 misc. | 17/0 | | 57 | | | ³⁺ | | dentist shall continue until it expires or forfeited |
| | | | #207-2044 MISC. | | | | | | | | |
| | | | | | | | | | | | Permits are issued to licensed dentist only |
| | | | | | | | | | | | B&P Code, Section 1612 requires that records be |
| | | | | | | | | | | | kept for all licensees |
| 10 | 9 | | Bandinal Canaval Amadhania (Baca) | D/C | | | | | | | CAME AC ABOVE |
| 10 | 9 | | Medical General Anesthesia (MGA) | P/C | A | ctive 5+ | | A | ctive 5+ | | SAME AS ABOVE |
| | | | Permits - Permit files, original permit | | | O+ | | | o+ | | |
| | | | application, certifications, other documer | italior I | I. I | | | | | | |
| | | | | | | | | | | | |
| 11 | 1.5 | | Active Fictitious Name | | ۸. | tive | | ۸. | ctive | | SAME AS ABOVE |
| 1 1 | 1.5 | | Permit files, original app., misc. | P/C | | 5+ | | | 511Ve 5+ | | SAME AS ABOVE |
| | | | #2645-2929 misc. | P/C | | 5 + | | | O+ | | |
| | | | #2045-2929 MISC. | | İ | | | | | | |
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| 12 | 0.5 | | One 9 Mayillefeeigl Comment | | \ \ \ \ | tivo | | ١ | tivo | | SAME AS ABOVE |
| 12 | 0.5 | | Oral & Maxillofacial Surgery Permits, original application, cert of | P/C | | tive 5+ | | | ctive 5+ | | SAME AS ABOVE |
| | | | 1 | 17/0 | | D+ | | | D+ | | |
| | | | CA Medical lic., fingerprint cards | | | | | | | | |
| | | | OMS specialty diploma misc. | | | | | | | | |
| | | | | | | | [| | | | |
| 13 | 1.5 | | Referral Services Permit | - | \ \ \ \ \ | tive | | ^ ^ | ctive | | SAME AS ABOVE |
| 13 | 1.0 | | i | D/C | | 5+ | | | 5+ | | SAME AS ABOVE |
| | | | original application, contract with member dentist misc. | P/C | | 5+ | | | 5+ | | |
| | | | member denust misc. | | | | İ | | | | |
| | | | | | | | | | | | |
| 14 | 4 | | Special Permit original | | Δ. | tive | | Δ. | tive | | SAME AS ABOVE |
| 1-1 | | | application, employment contract with | P/C | | 5+ | 1 | | 5+ | | CONTRICT TO TIDO VIL |
| | | | CA dental school, graduation verification | 1-70 | | J [∓] | | | JT | | |
| į | | | CA dental school, graduation verification | | |] | - 1 | - 1 | | | |

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| | | | _LICENSING (cont'd) | | | | | | | | , > |
| 15 | 1 | | Extramural Facility Permit original app. Contract between dental school and facility misc. | Р | | Activ 5+ | re | | Activ 5+ | /e | B&P Code, Section 1627, the license of any dentist shall continue until it expires or forfeited Permits are issued to licensed dentist only B&P Code, Section 1612 requires that records be kept for all licensees |
| 16 | 21 | | Registered Provider files original app, misc. #2000-2739 | Р | | Activ | e 'e | | otive 5+ | | SAME AS ABOVE |
| 17 | 9 | | Registered Provider files original app, misc. #2743-3216 | Р | | Activ | e | | tive 5+ | | SAME AS ABOVE |
| 18 | 9 | | Registered Provider files original app, misc. #3220-3697 | Р | | Activ 5+ | e | At Ac | ctive 5+ | | SAME AS ABOVE |
| 19 | 6 | | Registered Provider files original app, misc. #3698-3852 | Р | | Activ 5+ | e | | ctive 5+ | | SAME AS ABOVE |
| 20 | 1 | | In-house cashiering, RENEWALS, DDS, permits, registrations and certifications | Р | | 4+ | | | 4+ | | SAM 1670 Retain 4 years or until audited, which ever comes first. Destroy after audit |
| İ | | | | | | | | | | | |

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| 21 | 6 | | DCA Automated | - | Р | | 4+ | | | 4+ | | SAM 1670 Retain 4 years or until audited, |
| | | | RENEWALS, DE | | | | | | | | | which ever comes first. Destroy after audit |
| | | | registrations and | certifications | | | | | | | | |
| | | | | | | | | | | | | |
| 00 | | | | | | | | | | | | 0.444.4070 F2 (1.1.44) |
| 22 | 2 | | Report of Collec | ctions | P | | 4+ | | | 4+ | | SAM 1670 Retain 4 years or until audited, |
| | | | | | | | | | | | | which ever comes first. Destroy after audit |
| 23 | 14 2.5 | | X-ray License d | unlicatos | P | | I I Activ | · (| | Activ | (0 | B&P Code, Section 1656, Lifetime Certificate |
| 23 | 14 2.5 | | A-ray License u | uplicates | [| | 5+ | ט | | 5+ | l | All Permanent records prior to 1/1/85. After |
| | | | | | | | | | | 0. | | this date the Board was no longer mandated to |
| | | | | | | | | | | | | give the radiation safety examination. |
| | | | DIVI | ERSION | | | | | | | | give the radiation early examination. |
| | | | | | | | | | | | | |
| | | | | | | P | ۱ Active | | Ad | ctive | | |
| 24 | 14 | | Participant Files | s, history | P/C | | 3+ | | 1 | 3+ | | B&P Code, Section 156.1 (a) |
| | | | | esults, compliance | | | | | | | | Confidential Records. Retain for a maximum of 3 |
| | | | | records, treatment | | | | | | | | years from the date of the last treatment or |
| | | | | information pertinent | | | | | | | | services rendered to participant |
| | | | to participant trea | • | | | | | | | | ' ' |
| | | | , , | | | | | | | | | |
| | | | | | | | | | | | | |
| 25 | 2 | | Committee Perso | nnel Files | Р | | 5+ | | | 5+ | | SAM 1668 Retain as active until employee |
| | | | , , | , oath, health forms, | | | | | | | | separates from State service; retain for 5 years |
| | | | correspondence, | misc. | | | | | | | | after separation |
| | | | | | | | | | | | | |
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| | | | ENFORCEMENT | | | | | | | | |
| | | | | | | \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ | | | l | | |
| 26 | 0.5 | | DentiCal Case Files | P | ' | Active 5+ | ; | | ctive 5+ | Х | B&P Code, Section 800 Create and maintain |
| 20 | 0.5 | | | | | 5+ | | | 5+ | | historical file of dental licensee, confidentiality |
| | | | includes complaint, consultant report, | | | | | | | | Instance in dental acensee, confidentiality |
| | | | Denti-Cal summary of findings, x-rays | | | | | | | | |
| | | | | | | T Active | | A c | tive | | |
| 27 | 2.5 | | Personnel Files, | Р | ĺ , | 5+ | | | 5+ | Х | SAM 1668 Retain as active until employee |
| | | | Enforcement staff only, working files, | ľ | | | | | | | separates from State service; retain for 5 years |
| | | | state app. Evaluations, misc. | | | | | | | | after separation |
| | | | | | | | | | | | · |
| | | | | | , | Active | | Ad | tive | | |
| | | | Current General Anesthesia | Р | | 4+ | | | 4+ | X | B&P Code, Section 800 Create and maintain |
| 28 | 20 | | permit file, initial application, corr. | | | | | | | | historical file of dental licensee, confidentiality |
| | | | misc. | | | | | | | | |
| | | | | | | | | ا | . | | |
| 20 | 10 | | | | | Active | | | tive | V | DAD Code Coetian 200 Create and maintain |
| 29 | 12 | | Current Conscious Sedation | P | | 4+ | | | 4+ | Х | B&P Code, Section 800 Create and maintain historical file of dental licensee, confidentiality |
| | | | permit files, initial application corr. | | | | | ļ | | | Inistancal file of dental licensee, confidentiality |
| | | | misc. | | | | | | | | |
| | | | | | | I I Active | | Δ. | tive | | |
| 30 | 10 | | Cancelled General | Р | | 44+ | | | 4+ | Х | CCR 1043.8 Active until cancelled; after cancel- |
| | ' | | Anesthesia permit files | ' | | | | | 7' | ^ | lation retain in office for 4 years or until audited |
| | | | area area permit mos | | | | | | | | Table 1 Total III office for 1 yours of arm addition |
| | | | | | | | ĺ | | | | |
| | | | | | / | Active | | Αc | tive | | |
| 31 | 3 | | Cancelled Conscious | Р | | 4+ | | | 5+ | X | CCR 1043.8 Active until cancelled; after cancel- |
| | | | Sedation permit files | | | | | | | | lation retain in office for 4 years or until audited |
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| ITEM | CUBIC | CALIFORNIA | TITLE AND DESCRIPTION OF | М | V | | RETEN | ITION | | PRA | |
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| NUMBER | FEET | STATE | RECORDS | E | 1 | Off. | Dept | SRC | Total | (EXMT) | REMARKS |
| | | ARCHIVES USE | | D | Т | | | | | & | |
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| | | | ENFORCEMENT (cont'd) | | | | | | | | |
| | | | | | | | l | | | | |
| | | | | | | Active | 9 | | Active | | |
| 32 | 2 | | Citation Files, inspection | Р | | 5+ | | | 5+ | Χ | B&P Code, Section 800 Create and maintain |
| | | | reports, misc. correspondence | | | | | | | | historical file of dental licensee, confidentiality |
| | | | | | , | \ ^ ative | | l , | | | |
| 33 | 3 | | Data Bank Reports | P/C | | Activ∈ 5+ | ; | | Active 5+ | | B&P Code, Section 800 Create and maintain |
| 33 | 3 | | Reports of adverse action taken | 170 | | J. | | | | | historical file of dental licensee, confidentiality |
| | | | against a dental licensee | | | | } | | | | Thistorical life of defital hoofises, confidentiality |
| | | | againet a demar noonee | | | | | | | | |
| | | | | | P | ı Active |) } | A | ctive | | |
| 34 | 20 4 | | Complaint Files | P/C | | 5+ | | | 5+ | X | B & P Code, Section 325, Reception of |
| | | | Opened and closed complaints filed | | | | | | | | complaints; B&P Code, Section 800 Create and |
| | | | against a dental licensee | | | | | | | | maintain historical file of dental licensee |
| | | | | | | | ĺ | | | | confidentiality |
| | _ | | | | | Active | ; | | ctive | | |
| 35 | 3 | | Open Inspection Files | P | | 5+ | | | 5+ | Χ | Same as above |
| | | | information pertaining to the physical | | | | | | | | |
| | | | inspection of a dental licensee place | | | | | | | | |
| | | | of practice | | | | | | | | |
| | | | | | / | l Active | 1 | Δ, | l ctive | | |
| 36 | 9 | | Open Probation Files | P | | 15+ | , | | 5+ | Х | Same as above |
| 00 | | | information pertaining to disciplinary | | | | | | ا `` ا | ^ | |
| | | | action resulting in probationary period | | | | | | | | |
| | | | political distribution of the state of the s | | Ä | l Active |) | Ad | ı ı ctive | | |
| 37 | 4 | | Disciplinary Files | P | | 5+ | | | 5+ | X | Same as above |
| | | | pending AG and Board decision | | | | | | | | |
| | | | | | | | | | | | |

Records Retention Schedule

STD. 73 (REV. 2-96) (FMC)

| Department of | Consumer | Affairs |
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Dental Board of California

1432 Howe Ave. Ste. 85, Sacramento, CA 95825

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Department of General Services Approval Number

TITLE AND DESCRIPTION OF ITEM CUBIC **CALIFORNIA** Μ RETENTION PRA Ε NUMBER FEET **RECORDS** Off. Dept SRC Total REMARKS STATE (EXMT) D Т ARCHIVES USE ONLY IPA ENFORCEMENT (cont'd) Active Active Investigation Files B&P Code, Section 800 Create and maintain 38 22 4 P/C 13+ 3+ miscellaneous documentation historical file of dental licensee, confidentiality pertaining to a complaint filed against a dental licensee which resulted in investigation Active Active 39 22 2 P/C B&P Code, Section 800 Create and maintain Investigative Files 3+ 3+ miscellaneous documentation historical file of dental licensee, confidentiality pertaining to a complaint filed against a dental licensee which resulted in investigation Active Active 40 21 P/C 3+ 3+ B&P Code, Section 800 Create and maintain Pending Attorney General Cases filed with the AG's office after historical file of dental licensee, confidentiality in-house investigation of complaint filed against dental licensee Active Active 1 6.5 Open Investigation Files 41 P/C 3+ 3+ B&P Code, Section 800 Create and maintain miscellaneous documentation historical file of dental licensee, confidentiality pertaining to a complaint filed against a dental licensee

STD. 73 (REV. 2-96) (FMC)

| Department of Consumer Affairs | Schedule Number | | Date |
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| Dental Board of California | Page c | of | Pages |
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| 1432 Howe Ave. Ste. 85, Sacramento, CA 95825 | Department of General | Services Appr | oval Number |

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| ITEM | CUBIC | CALIFORNIA | TITLE AND DESCRIPTION OF | M | V | | RETEN | | | PRA | ***-, ~ |
| NUMBER | FEET | STATE | RECORDS | E | - 1 | Off. | Dept | SRC | Total | (EXMT) | REMARKS |
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| | | | ENFORCEMENT (cont'd) | | | | | | | | |
| | | | EN ONOEMEN (CONTA) | | | | | | | | |
| | | | Dental Board of California | | | | | | | | |
| | | | Field Office | | | | | | | | |
| | | | 15641 Red Hill Ave Ste. 210 | | | | | | | | |
| | | | Tustin, CA 92780 | | | | | | | | |
| | | | | | | | | | | | |
| | | | ENFORCEMENT (cont'd) | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | A | ctive | ' | Ac | tive | | |
| 42 | 260 | | Open Investigation Files | P/C | | 3+ | | | 3+ | Х | B&P Code, Section 800 Create and maintain |
| | | | miscellaneous documentation | | | | | | | | historical file of dental licensee, confidentiality |
| | | | pertaining to a complaint filed against | | | | | | | | |
| | | | a dental licensee | | | | | | | | |
| | | | | | | | | | | | |
| } | | | | | A, | ı ctive | l | Ac Ac | ctive | | |
| 43 | 23 | | Investigation Files | P/C | , , | 3+ | | | 3+ | Χ | B&P Code, Section 800 Create and maintain |
| | | | Information regarding investigation that | ' | | | | | | | historical file of dental licensee, confidentiality |
| | | | resulted in revoked, surrendered or | } | | | | | | | |
| | | | cancelled license | | | | | | | | |
| ĺ | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | ∖ctive | | | Active | | D. O. D. Cartina 205 December of |
| 44 | 5 | | Open Inspection Files | P | | 5+ | | | 5+ | X | B & P Code, Section 325, Reception of complaints; B&P Code, Section 800 Create and |
| | | | information pertaining to the physical inspection of a dental licensee place | | | | | | | | maintain historical file of dental licensee |
| | | | of practice | | | | | | | | confidentiality |
| | | | - practice | | | | | | | | |
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Records Retention Schedule

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Dental Board of California

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| ITEM | CUBIC | CALIFORNIA | 1 | ESCRIPTION OF | M | V | | RETEN | | | PRA | |
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| | | ARCHIVES USE | | | D | T | | | | | & | |
| | | ONLY | | | | | | | | | IPA | |
| 45 | 40 | | Open Probation I | Files ning to disciplinary probationary period | Р | , | Active | | | Active | | B & P Code, Section 325, Reception of complaints; B&P Code, Section 800 Create and maintain historical file of dental licensee confidentiality |
| 46 | 27 | | Personnel Files, Enforcement only, state app. Evaluat | ions, misc. | P | | Active | | | \ctive | Χ | SAM 1668 Retain as active until employee separates from State service; retain for 5 years after separation |
| | | | ADMINIS | STRATION | | | | | | | | |
| (47) J | 6 | NOTIFY ARCHIVES | Board Meeting Pa Includes all agend | | Р | | 5 | | 95 | 100 | | SAM 1601 Permanent record, archival, legal or administrative value, keep safely at least 100 years Exempt per PRA Gov Code 6224 |
| 48) \$ | 7 | NOTIFY ARCHIVES | Board Meeting Pa Includes all agend | | Р | | | 100 | | 100 | | SAM 1601 Permanent record, archival, legal or administrative value, keep safely at least 100 years |

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| ITEM | CUBIC | CALIFORNIA | TITLE AND DESCRIPTION OF | М | V | | RETEN | TION | | PRA | 181 |
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| NUMBER | FEET | STATE | RECORDS | E | 1 | Off. | Dept | SRC, | Total | (EXMT) | REMARKS |
| | | ARCHIVES USE | | D | Т | | | | | & | |
| | | ONLY | | | | | | | | IPA | |
| | | | _ADMINISTRATION (cont'd) | | | | | | | | |
| 49 | 0.5 | | Hotel Contracts Contracts for Board meetings | Р | And the second s | 4 | | | 4 | | SAM 1670 Retain 4 years or until audited, which ever comes first. Destroy after audit |
| 50 | 2 | | Board Member Personnel Files, state app., TEC's, time sheets misc. | Р | 1 | ctive 8+ | | | etive 8+ | | B & P Code, Section 1603 Board Member file is active for the duration of appointment + one year (2 term max) |
| 51) 1 | 1 | NOTIFY ARCHIVES | Miscellaneous Board Info. Correspondence, roster, press releases, | Р | | 5+ | | | 5+ | | SAM 1667, Review every 5 years |
| (52) | 1 | NOTIFY ARCHIVES | Executive Officer Chrono | Р | And the state of t | 5+ | 444 | | 5+ | | SAM 1667, Review every 5 years |
| 53 | 1 | | Miscellaneous Correspondence, mgmt. memos, mailing lists, daily files etc. | P | | 5+ | | | 5+ | | SAM 1667, Review every 5 years |
| 54) | 12 | A D CYr- | Committee Files, annual report, sunset report, internal audit rpt. Association correspondence etc. | P | | 5+ | | - Lagran | 5+ | | SAM 1667, Review every 5 years |

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TITLE AND DESCRIPTION OF ITEM CUBIC RETENTION PRA CALIFORNIA Е **RECORDS** Off. Dept SRC Total REMARKS NUMBER FEET STATE (EXMT) D Т & ARCHIVES USE IPA ONLY ADMINISTRATION (cont'd) 55 NOTIFY SAM 1601 Permanent Records, archival, legal, 25 Historical Information 100 100 ARCHIVES Board meeting minutes, corrsp. or administrative value legal opinions, Regs, legislative info, DPA's Active Active SAM 1668 Retain as active until employee Office Personnel Files 15+ 5+ Х 56 13 separates from State service; retain for 5 years state apps., probe reports, evaluations after separation misc. SAM 1670 Retain 4 years or until audited, 4 57 5 **Budget Information** 4 BCP's, schedules, legislative analysis which ever comes first. SAM 1667 Review every etc. Retentions Schedule 2000 5 years. SAM 1670 Retain 4 years or until audited, Р 58 4 4 4 **Procurement Files** which ever comes first. Destroy after audit supply and purchase requests, invoice documentation, etc. SAM 1670 Retain 4 years or until audited, 7 0.5 Р 59 Cashiering 4 4 which ever comes first. Destroy after audit Reports of Collection

Records Retention Schedule

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Department of General Services Approval Number TITLE AND DESCRIPTION OF М RETENTION PRA ITEM CUBIC CALIFORNIA **RECORDS** Ε Off. Dept SRC Total NUMBER FEET STATE (EXMT) REMARKS D Τ ARCHIVES USE IPA ONLY ADMINISTRATION (cont'd) SAM 1601 Permanent Records, archival, legal, 3 60 DPA Manuals 100 100 or administrative value Hardbound volumes and soft cover volumes with supplements (61*)* 6 NOTIFY Regulation Notices 5+ SAM 1667 Review every 5 years 5+ Rulemaking files ARCHIVES

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| NUMBER | FEET | STATE ARCHIVES USE ONLY | REC | ORDS | E D | T | Off. | Dept | SRC | Total | (EXMT) & IPA | REMARKS |
| | | | ADMINISTE | RATION (cont'd) | | | | | | | | |
| 62 | 1 | | STD Form 70, Re Worksheet | ecords Inventory | P | | Curre | ent | | Curre | ent | Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later. |
| 63 | | | STD Form 71, Re | ecords Transfer List | P | | Curre | nt | | Curr | | Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later. |
| 64 | | | STD Form 73, Re Schedule | , | P | | Curr | ent | | Curr | | Retain as current until revised. NOTE: Although revision is required every five (5) years from date approved by DGS, records retention schedules that are not revised remain in effect, but are considered non-current. |
| 65 | | | Authorization for I (Computerized Pr | Records Destruction intout) | Р | | 4 | | | 4 | | Retain for two (2) years from date destruction is authorized. Then, refrain two (2) more years or until audited, whichever occurs first (maximum of four (4) years). |